

| STATE OF VERMONT Agency of Administration | | |
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| POLICY STC State Technology Collaborative | ORIGINAL POLICY ADOPTED BY STC DATE: | ORIGINAL POLICY NUMBER |
| | EFFECTIVE DATE February 1, 2006 | ASSOCIATED DOCUMENTS Domain Name Standard |

STATUTORY REFERENCE

OR OTHER AUTHORITY: Web Domain Name Standards

APPROVAL DATE:

APPROVED BY: **Secretary of Administration**

POLICY TITLE: **Web Domain Name Policy**

PURPOSE: Internet users looking for official government information must be confident they are getting government information. The State of Vermont must ensure that its public Web sites are clearly branded. As such, the State wants to ensure that the public is aware of its presence and can be confident in the reliability of information identified as originating from the State of Vermont. Using domains that are exclusive to state government is one way to communicate to citizens that State of Vermont Web sites are legitimate. Use of the vermont.gov domain assures the public that sites using this domain are official government Web sites. All levels of government are expected to work cooperatively to implement this policy to improve consistency, ease of use, and recognition of vermont.gov brands.

SCOPE: This policy is intended for use by all web authors, web application developers, content contributors and contractors creating or maintaining web pages for the State.

POLICY STATEMENT:

It is the policy of the State of Vermont that all state web site domain names be formed in a rational, useful and consistent manner.

All State of Vermont web sites that provide state information to the public, provide e-government services, or provide access to state resources shall use domain names in accordance with the requirements set out in the Web Domain Name Standards.

Any domain name that a state agency or department wishes to use must be approved by the CIO's office. Further approval of a .gov domain name must be received from the federal level via OEGT.

A request for approval for all domain names shall be emailed to the CIO's office prior to registering the site. The email must include the domain name requested and a description of the purpose of the proposed site. If an existing site is being renamed then a link to the existing site should be included.

All State of Vermont web sites that are not registered within the vermont.gov domain as set out in the Web Domain Name Standards shall register with DII an appropriate .gov alias as specified in the Web Domain Name Standards.

ENFORCEMENT:

Any state agency or department web site found not to be in compliance with this policy will be notified of the requirement to develop a plan for corrective action to bring the domain naming practices into compliance. The CIO shall review and approve agency plans for achieving compliance with this policy and standard. The state webmaster shall ensure that the agency or department meets the required goals.

APPROVED

Secretary of Administration

Date